



# CITY OF HOUSTON

## Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Technical Hardware Analyst I

Posting Number

PN# 109644

Department

Health & Human Services

Division

Administrative Services

Section

Information Systems Administration

Reporting Location

8000 N. Stadium Dr., 7<sup>th</sup> Floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

### DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs skilled technical work in the design, installation, operation, maintenance and repair of computer hardware and data communications equipment or industrial control systems.

### CORE FUNCTIONS

- Performs skilled technical work in the installation, operation, maintenance, and repair of computer hardware, software, and local area Network (LAN) Communications.
- Installs and maintains data communication networks or microprocessor-based process personal computer equipment.
- Oversees the daily operation of the host computer.
- Responds to complaints and inquiries related to hardware and data communication problems.
- Repairs and troubleshoots components of computer systems or local area network (LAN).
- Maintains the highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.

### WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in a computer science, instrumentation, or electronics discipline or the equivalent, such as certification in a technical/specialty program of up to three years in duration.

### MINIMUM EXPERIENCE REQUIREMENTS

One year of experience in the design, installation, and operation and/or maintenance of a computerized data network or industrial control system is required.

### MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2).

### PREFERENCES

- A+ and N+ Certifications.
- Windows XP/2000 Operating System.

### SELECTION/SKILLS TESTS REQUIRED

None

### SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

### SALARY INFORMATION

#### GENERAL FUNDED POSITIONS

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

#### Salary Range - Pay Grade 17

\$992 - \$1,817 Biweekly      \$25,792 - \$47,242 Annually

### OPENING DATE

March 29, 2006

### CLOSING DATE

April 4, 2006

### APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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